

SETTING PRODUCT TO DATE/TIME



CLUB: SETTING THE PRODUCT TO DATE/TIME

STEPS

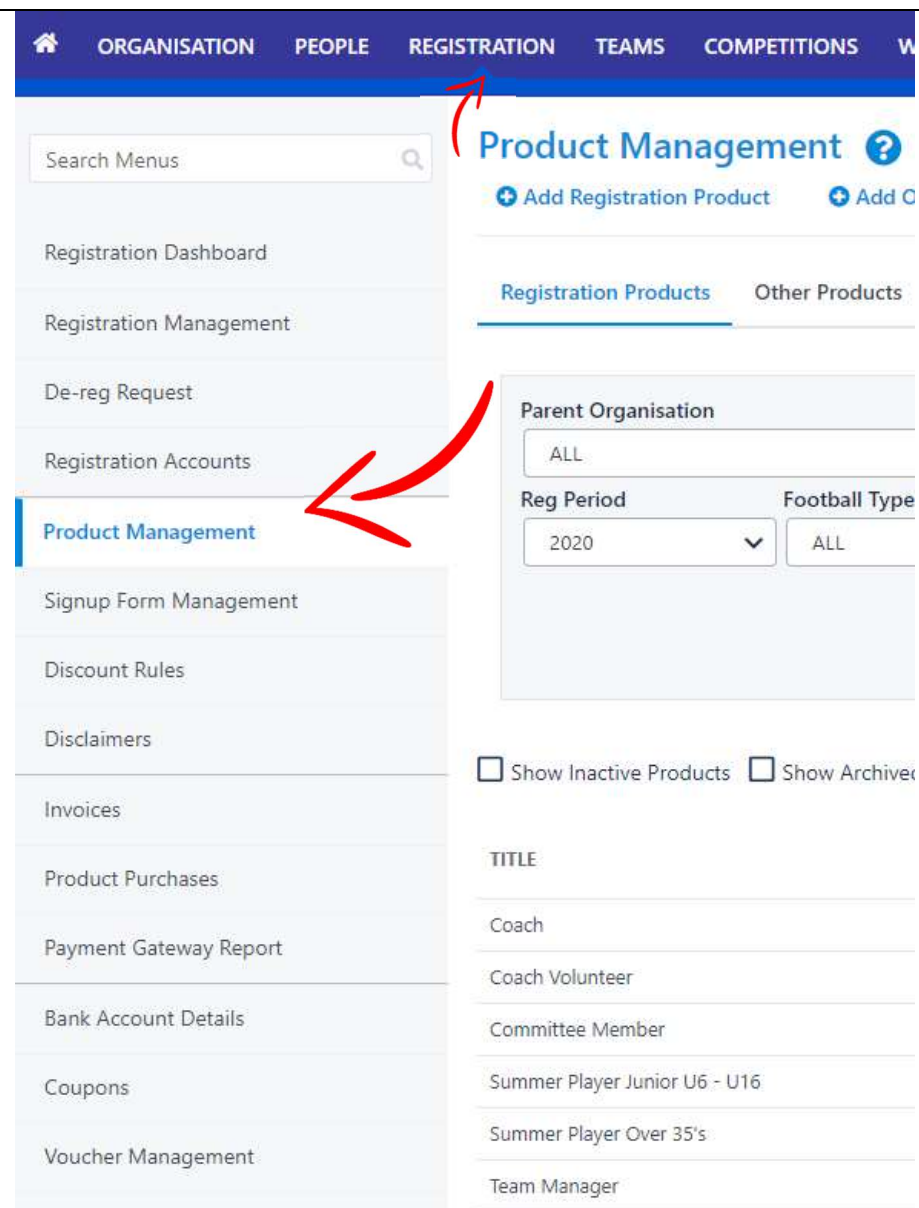
1. Log into PlayFootball admin account

<http://admin.playfootball.com.au>

A screenshot of the PlayFootball Admin login interface. The background is dark blue. At the top, the text "PLAY FOOTBALL ADMIN" is displayed in large, bold, yellow-green letters. Below this, there are two white input fields. The first is labeled "USER ID" and contains the placeholder text "Enter your Login ID". The second is labeled "PASSWORD" and contains the placeholder text "Enter your password". Below the password field, there are two links: "Forgot password?" and "Need help?". At the bottom, there is a white "Log In" button. Below the button, the text "Participant Login" is visible.

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2. Open the *Registration* tab
3. Select *Product Management* from the side menu
4. Select the pen icon (Edit column) for each Product



The screenshot displays the FFA system interface. The top navigation bar includes tabs for ORGANISATION, PEOPLE, REGISTRATION, TEAMS, and COMPETITIONS. The REGISTRATION tab is selected. On the left, a side menu lists various options, with 'Product Management' highlighted. A red arrow points from the 'REGISTRATION' tab to the 'Product Management' option in the side menu. Another red arrow points from the 'Product Management' option to the 'Add Registration Product' button in the main content area. The main content area is titled 'Product Management' and includes a search bar, a list of registration products, and a table of products. The table has columns for 'TITLE', 'Reg Period', and 'Football Type'. The 'Reg Period' column shows '2020' and the 'Football Type' column shows 'ALL'. The table lists several products, including 'Coach', 'Coach Volunteer', 'Committee Member', 'Summer Player Junior U6 - U16', 'Summer Player Over 35's', and 'Team Manager'. There are also checkboxes for 'Show Inactive Products' and 'Show Archived Products'.

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5. Scroll to the bottom the Product page and locate the field called *Available To Date/Time*

6. Enter the required date and time

NOTE: if you are no longer taking registrations for this Product it is recommended to enter a To Date/Time. For Club Football is it suggested to use 30/11/2020

7. Click the Save button and work through your remaining Products

NOTE: By performing this action the Product will be removed from view of the participant in the registration process

Making Products Inactive prevents the Product from being 'rolled' the next season via the Migration Function, a method used by some clubs

Details

Description

☒ Active

Signup Process*

Summer Football Senior Player Registration Form

Signup Restrictions and settings

☐ Allow Professional signups

☐ Requires Working with Children Workflow

Age From

18

Age To

99

Required Gender

Mixed

Available From Date/Time

Available To Date/Time

30/11/2020 12:00 AM

Max number purchases

Leave blank to indicate an unlimited number available

☐ Enable wait listing where max number of purchases is reached

Cancel

Save